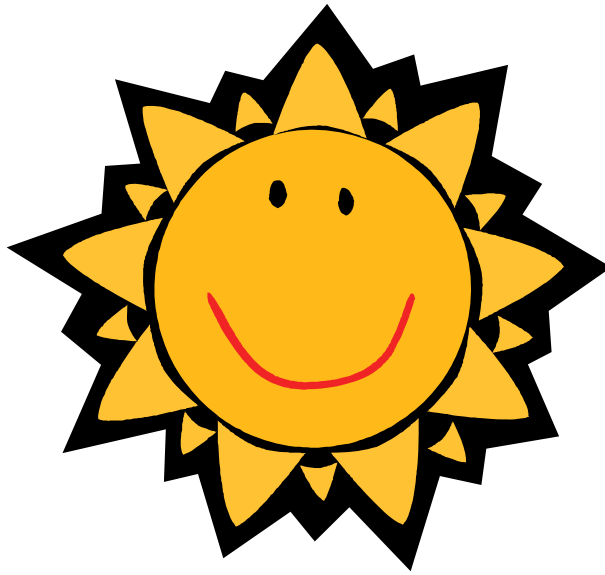




City of Saint Paul
Division of Parks and Recreation
HILLCREST COMMUNITY RECREATION CENTER
2009 S'MORE FUN PROGRAM



1978 FORD PARKWAY
SAINT PAUL, MINNESOTA 55116
651-695-3706
TTY 651-266-6378
www.stpaul.gov/depts/parks

PARENT HANDBOOK

AA/ADA/EEO Employer

2009 S'MORE FUN PARENT HANDBOOK

HILLCREST RECREATION CENTER

PROGRAM

S'MORE FUN is a child care/recreation program for school-aged children, ages 6-12, held at selected recreation centers throughout the City of Saint Paul. Children must have completed kindergarten, and may attend the summer following their 6th grade school year.

S'MORE FUN offers recreational, cultural, social and enrichment programs. Activities include field trips, sports, games, arts and crafts, plus S'MORE.

Qualified trained staff supervises all program activities. The maximum staff/child ratio is 1/15 on site, and 1/10 on field trips.

ENROLLMENT

The parent(s) are encouraged to have a conference with the Program Administrator at the program site, prior to a child's entrance into the program. The conference will provide the opportunity for:

1. An on-site visit to view the facilities.
2. Determination if the program is appropriate for your child.
3. Completion of the registration forms.
4. Determination of your enrollment status. Full time status is defined as follows: Five days a week for ten weeks, with one unpaid vacation week allowed. Part time status is defined as follows: Three or more days a week for ten weeks, with one unpaid vacation week allowed.
5. Discussion of fee payment policies and signing of the fee contract.
6. Referral to sources for financial assistance, if needed.

FINANCIAL ASSISTANCE

Financial assistance is available to **qualifying families** through the following programs:

1. Child Care Sliding Program: Call Resources for Child Caring, Monday-Friday, 9:00 A.M. - 2:00 P.M., at (651)641-6665.
2. Call the Ramsey County Child Care Assistance Program at (651)266-4019.

FEE PAYMENT POLICIES

S'MORE FUN is a non-profit program which operates on the fees paid by parent(s) of enrolled children. Therefore, it is essential that your fees be paid promptly and regularly. The cost is \$145.00 a week or \$32.00 per day. Fees are due in advance for service. Failure to pay fees will result in your child's termination from the program. In some cases, it may be possible to arrange an altered fee payment schedule after consulting with the Program Coordinator.

Please make checks payable to:

City of Saint Paul - Hillcrest Recreation Center

Any bank service charge for returned checks will be charged to the parent.

We do not accept Money Orders.

Tuition is due on the first day of the week that your child attends the program. For example, if your child attends the program Monday-Friday, your tuition is due on Monday. If your child attends the program Wednesday-Friday, your tuition is due on Wednesday. **A \$5.00 per day late charge will be added to your fees if tuition is late.**

If your child is absent from the program, our budget demands that we must still collect a fee for that day. This includes sick and impromptu vacation days.

Field trip payments are due at the same time as tuition - or same day of the field trip. **Field trip fees may be included with in the tuition check.** A \$5.00 per day late charge will be added to your fees if the payment is late. **If your child is absent from the program, on a field trip day, our budget demands that we must still collect the field trip payment.**

S'MORE FUN closes at 6:00 P.M. If your child has not been picked up by then, a late fee of \$10.00 will be charged for every 5 minutes past closing time. For example, if your child is picked up at 6:09 P.M., you will be charged a \$20.00 late fee. A child will not be allowed to return to the program until this fee is paid. ***THIS WILL BE ENFORCED***

ADVANCE NOTICE FOR VACATION AND ATTENDANCE CHANGES

Parents may remove their child from the program for up to one week and not be charged a fee, providing a two week advance notice is given.

TERMINATION POLICY

By Parent: A written notice must be given at least 2 weeks in advance for termination from the program. Full fees will be charged when advance notice is not given.

By Hillcrest Recreation Center: Participation in the S'MORE FUN program may be terminated, immediately, by the staff for the following reasons:

1. Late or non-payment of fees.
2. Chronic late pick-up of a child by parents or other persons given such responsibility.
3. Failure by parents to abide by the policies or procedures outlined in the parent handbook.
4. Determination that the program cannot effectively serve the needs of a child, or cope with the child's behavior pattern.
5. Parents who refuse to work cooperatively with staff.

POLICY FOR ADMITTANCE AND RELEASE OF CHILDREN

Arrival: Please walk your child in everyday, **do not send your child in alone**, and make sure there is a staff person at Hillcrest before you leave. Staff is scheduled at 7:00 A.M. **For S'MORE FUN to accept legal responsibility, children must be signed in by a parent or authorized person. Your child must be signed in every morning.** Early arrivals will not be accepted.

If your child is going to be absent or later than usual, please notify the staff.

NOTE: There may be days when your child must be at the program by a certain start time due to a special event or field trip. You will be notified of these times in advance (see attached calendar). Staff **will not stay** on site to wait for children who are scheduled to attend but are late or not present.

Departure: Be sure the S'MORE FUN staff knows that your child is leaving. For Hillcrest Recreation Center to accept legal responsibility, **children must be signed out by a parent or authorized person by 6:00 P.M.**

If you are planning to pick up your child at a time other than the usual departure time, please notify the staff.

Persons authorized to pick up your child:

At the time of enrollment, you must provide S'MORE FUN with the names of people authorized to pick up your child. It is your responsibility to notify the staff of any changes in the names of people authorized to pick up your child. We will release children only to authorized persons. Photo identification or other official identification may be required by the staff prior to releasing your child.

If someone other than an authorized person is going to pick up your child, please notify the staff in writing. Again, we will only release your child to authorized persons.

**NOTE: The S'MORE FUN staff must release to a non-custodial parent unless
Legal documents are provided to us preventing the release.**

PROCEDURES FOR WHEN A CHILD IS NOT PICKED UP BY CLOSING TIME

Parents will be charged \$10.00 for every 5 minutes past the closing time of 6:00 P.M. For example, if you pick your child up at 6:10 P.M., the late fee will be \$20.00. A child will not be allowed to return to the program until the fee is paid.

After closing time, your child will never be left alone without the supervision of an adult. If after a reasonable length of time the S'MORE FUN staff has not heard from you, they will begin making phone calls in order to locate you or an authorized person to come and pick up your child. If the staff is unable to reach you or an authorized person, they will then call the police and/or proper authorities so that your child can be taken care of until you are able to pick him/her up.

HEALTH, ILLNESS AND EMERGENCY POLICIES

1. It is the responsibility of the parent to inform S'MORE FUN staff in writing of any health or medical conditions, relative to the child's participation in the program.
2. A child should not be brought to S'MORE FUN if there is evidence of any type of illness, Infectious or communicable disease. When a communicable disease has been reported, all parents will be notified in writing.
3. If a child becomes ill while at S'MORE FUN, the staff will contact the parents or authorized person and request that the child be picked up immediately. The child will be excluded from activities and placed in a "quiet area; under supervision, until they can be picked up. It is expected that the parents respond immediately for the protection of their child, and the protection of the other children and staff.
4. In the event of a medical emergency or accident, a S'MORE FUN staff person will remain with the injured or sick child at all times. Staff will attempt to contact the parents or emergency persons. When necessary, 911 will be called and the child will be taken by ambulance to the hospital. If the parents cannot be reached, staff will take whatever medical measures are necessary, for the care and protection of the child.

The S'MORE FUN staff will inform the Recreation Center Director and the Division of Parks and Recreation of any emergencies or injuries. Accident reports will be completed and kept on file with the Division.

5. Suspected cases of child abuse or neglect will be reported to the proper authorities.

POLICY FOR THE EXCLUSION OF ILL CHILDREN

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the child care setting until 1) a health care provider has determined the symptoms are not associated with an infectious agent, or 2) there is no longer a threat to the health of other children and/or staff in the child care setting.

Exclude children with any of the following conditions:

FEVER	When accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurement before fever reducing medications are given. Axillary (armpit) temperature 99 degrees F or higher Oral temperature 100 degrees F or higher. Child must be without fever for 24 hours.
SIGNS/SYMPTOMS	Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or wheezing should be evaluated by the health care provider to rule out severe illness.
DIARRHEA	Until diarrhea stops or until a medical exam indicates that it is not due to a communicable disease (diarrhea is defined as an increased number of stools compared with a persons normal pattern, along with decreased stool form and/or watery, bloody, or mucus containing stools).
VOMITING	Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours).
MOUTH SORE WITH DROOLING	Until a medical exam indicates the child may return.
RASH WITH FEVER OR BEHAVIOR CHANGE	Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.
EYE DRAINAGE	Until 24 hours after treatment has started when thick mucus or pus drainage is present.
UNUSUAL COLOR OF SKIN	Until a medical exam indicates the child does not have hepatitis A
SKIN, EYES, STOOL, OR URINE	(yellow eyes or skin [jaundice]; grey or white stool; dark, tea, or cola-colored urine).
CAMPYLOBACTERIOSIS	Until diarrhea has stopped. Persons who have Campylobacter in their stools but who do not have symptoms do not need to be excluded.

CONJUNCTIVITIS (Pinkeye)	For bacterial conjunctivitis with pus: until child has been examined by his/her health care provider and until 24 hours after antibiotic treatment begins. Other conjunctivitis without pus: no exclusion necessary.
CROUP	Until child is without fever for 24 hours and is well enough to participate in normal activities.
CRYPTOSPORIDIOSIS	Until diarrhea has stopped. Persons with Cryptosporidiosis should not swim at swimming beaches or in pools, or use spas or hot tubs for 2 weeks after diarrhea has stopped.
CYTOMEGALOVIRUS (CMV)	No exclusion necessary.
DIARRHEA (Infectious)	until diarrhea has stopped. For some infections, the person must also be treated with antibiotics before returning to child care.
ENTEROVIRUSES (Nonpolio)	for persons with diarrhea, until diarrhea has stopped. No exclusion for mild, cold-like symptoms, unless child is unable to participate in normal activities.
E-COLI O157:H7	Until two stool cultures obtained at least 1 day apart have tested negative for <i>coli</i> O157:H7.
FIFTH DISEASE	No exclusion necessary.
GIARDIASIS	Until 24 hours after treatment has been started and diarrhea has stopped. Persons who have Giardia in their stools but who do not have symptoms do not need to be excluded.
HAEMOPHILUS INFLUENZAE DISEASE (HIB)	Until child has been treated and is well enough to participate in normal activities.
HAND, FOOT, AND MOUTH DISEASE (COXSACKIE VIRUS)	Until fever is gone and child is well enough to participate in normal activities (lesions or rash may still be present).
HEAD LICE	Until first treatment is completed and no live lice are seen.
HEPATITIS A	Consult with your local or state health department. Each situation must be evaluated to determine whether the person with the hepatitis A is still infectious and poses a risk to others.
HEPATITIS B	No exclusion necessary unless child has unusually aggressive behavior (e.g. biting), oozing sores that cannot be covered, or bleeding problems. Hepatitis B carriers with these conditions should be assessed by a team of

medical experts, on a case by case basis, to determine whether they may attend.

HERPES, ORAL (COLD SORES)	Exclude children who do not have control of oral secretions, as long as active sores are present inside the mouth. No exclusion necessary for children who have recurrent infections (fever blisters and cold sores).
HIV/AIDS	See Recreation Director/Program Administrator.
IMPETIGO	Until child has been treated with antibiotics for 24 hours.
LACROSSE ENCEPHALITIS	No exclusion necessary.
LYME DISEASE	No exclusion necessary.
MEASLES	Until 4 days after the rash appears.
MENINGOCOCCAL DISEASE	Until the child has been on appropriate antibiotics for at least 24 hours and is well enough to participate in normal activities. If an antibiotic is recommended after an exposure to meningococcal disease, child care staff and attendees shall be excluded until treatment has been started.
MOLLUSCUM CONTAGIOSUM	Children with visible lesions should not participate in close contact activities such as wrestling.
MONONUCLEOSIS (infectious)	until the child is well enough to return to normal activities.
MUMPS	Until 9 days after swelling begins.
PERTUSSIS	Until 5 days after appropriate antibiotic begins.
PINWORMS	Until 24 hours after treatment has been started.
PNEUMONIA	Until child is without fever for 24 hours and is well enough to participate in normal activities.
RESPIRATORY INFECTIONS	Until the child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for respiratory infections without fever unless the child is unable to participate in normal activities or requires greater care than provided by the child care staff.
RESPIRATORY SYNCYTIAL	Until child is without fever for 24 hours and is well enough to participate in
VIRUS (RSV)	Normal activities.
REYE SYNDROME	Until child is well enough to participate in normal activities.
RINGWORM	Until 24 hours after treatment has been started.
ROSEOLA	Until child is without fever for 24 hours.
ROTAVIRUS	Until diarrhea has stopped.

RUBELLA	Until 7 days after rash appears.
SALMONELLOSIS	Until diarrhea has stopped. Children who have <i>Salmonella</i> in their stools but who do not have symptoms do not need to be excluded.
SCABIES	Until 24 hours after treatment begins.
SHIGELLOSIS	Until treated with antibiotics for 24 hours and diarrhea has stopped. Children who have <i>Shigella</i> in their stools but do not have symptoms need to be treated, but do not need to be excluded.
SHINGLES	If blisters can be covered by clothing or a bandage, no exclusion is needed. If blisters <u>cannot</u> be covered, exclude until the blisters have crusted.
STREPTOCOCCAL SORE	Until 24 hours after antibiotic treatment begins and until the child is without
THROAT/SCARLET FEVER	fever for 24 hours.
TUBERCULOSIS	Consult with the local or state health department. Each situation must be evaluated to determine whether the person is infectious and poses a risk to others.
VIRAL MENINGITIS	No exclusion necessary unless the child has diarrhea or is unable to participate in normal activities.

OTHER INFECTIOUS DISEASES:

Consult your local or state health department or the child's health care provider regarding exclusion guidelines for other infections not described. Special exclusion guidelines may be recommended in the event of an outbreak of an infectious disease in a child care setting.

For more information, you may call Saint Paul - Ramsey County Department of Public Health at 651-266-1200 or your local health department.

MEDICATION

If a child is prescribed oral or surface medication which must be taken while at S'MORE FUN, the **St. Paul Division of Parks and Recreation Medication Authorization for Administration Form** must be filled out completely and turned into the S'MORE staff. (Forms are attached and will also be available from S'MORE FUN staff). The medication **MUST** be in its original container, properly labeled with the pharmacy name, address and phone number, the child's name, medication name, strength, amount to be given, date prescribed, directions for use, possible side effects, name of physician or other licensed prescriber, Written authorization is also needed for non-prescription medication (cough syrup, pain relievers, etc.). Staff will hold all medication. Children will not be allowed to have medication in their backpacks, pockets, etc.

Forms are available from Hillcrest Recreation Center Staff.

INCLEMENT WEATHER POLICY

If severe weather is approaching during S'MORE FUN hours and time permits, parents will be called to pick up their children. If danger is imminent, children will be brought to a safe area in the building. Staff will remain with the children until all of the children have been picked up.

MEALS AND SNACKS

S'MORE FUN will serve breakfast daily at **9:00 A.M.** (unless otherwise noted) and an afternoon snack at no additional cost. Children must bring a bag lunch daily (beverage will be provided).

No refrigeration or microwave will be available, so please plan accordingly.

Check with staff regarding rules relating to other food being brought to S'MORE FUN.

In the event that parents would like to help celebrate a child's special day (such as a birthday), with a treat, State Law requires that only wrapped, purchased food may be sent with your child to share with others. Please do not send hard candy such as suckers or jaw breakers.

Please inform the staff if your child has any special dietary needs. Within reason, accommodations can be made.

PERSONAL BELONGINGS

S'MORE FUN is not responsible for lost or stolen items. Space will be provided for your child's coat and bag. Children are strongly recommended NOT to bring valuables to the program. If they do, it is at their own risk. All items and clothing should be labeled with your child's name, for easy identification.

CLOTHING:

Unless it is raining, the children will spend some time outside every day and should be properly dressed for the weather. Each child should have a change of clothes at S'MORE FUN in case his/her clothes get wet while playing outdoors.

MONEY:

It is NOT recommended that children bring money to S'MORE FUN at any time. **However, on field trips children may bring a limited amount of money depending on the trip. They must be responsible for their own money and any items they purchase. Children should keep their money in their pockets or in a fanny pack. Staff will not be responsible for money.**

SUN SCREEN

Hillcrest will provide sun screen for the children to apply during the day. It is the responsibility of the child to apply the sun screen; staff will only assist when needed.

HILLCREST S'MORE FUN WILL NOT BE HELD RESPONSIBLE FOR SUNBURNS.

S'MORE FUN SUPPLIES

Parent fees are used to purchase all of the outside equipment, gym balls, games, toys, crafts, etc. If your child is disrespectful or careless with these items, the child will be responsible for replacing lost or broken items.

FIELD TRIPS

Please take notice of these special trips and discuss them with your child. All children are expected to participate in the field trips if they are registered for those days. The staff will accompany the children on the field trip. There will be NO staff left at the center. Therefore it is important you arrive on time (15-20 minutes before departure) for those days. There will be additional costs for the field trips.

Guidance and DISCIPLINE POLICY

S'MORE FUN staff will provide clear, reasonable limits for children's behavior and maintain them. Positive behaviors will be reinforced and negative behaviors identified and redirected. Children will be helped to recognize and identify their feelings as valid and acceptable. Staff members will intercede if a child's behavior is harmful to him/herself or others.

Every effort will be made to communicate and solve individual behavior situations, however, **S'MORE FUN** reserves the right to ask any child to leave the program for his/her own betterment or the welfare of the group. The following are steps that will be taken as a result of negative behavior:

1. S'MORE FUN staff will discuss the behavior with the child, reiterate rules, and problem solves how the child can be more responsible.
2. Informal talk with parent(s), possibly including the child.
3. If the child's behavior does not improve, the parent will be asked to come in for a conference.
4. The child is terminated from the S'MORE FUN program when all of the above steps have not been successful.

RECEIPTS AND TAX STATEMENTS

Hillcrest will provide a receipt for all payments received. It is the responsibility of the parent to keep track of these receipts for their records. Hillcrest **WILL NOT provide second copies of receipts**, or produce printouts of monies collected. NO tax statements will be issued.

REGISTRATION

All of the following forms must be completely filled out and turned in before your child is permitted to register for the Hillcrest S'MORE FUN Program. **Incomplete forms will not be accepted.** Registration will be open to the public beginning Monday, March 16th at 9:00 a.m.

Revised January 2009